

**NOTICE RE TELEPHONIC APPEARANCE PROCEDURES FOR
JUDGE CLAUDIA WILKEN
EFFECTIVE JANUARY 11, 2016**

I. POLICY GOVERNING TELEPHONIC APPEARANCES

Telephonic appearances are usually allowed for Case Management Conferences and Civil Motion hearings before Judge Claudia Wilken in Courtroom 2 for attorneys **located outside the Northern District of California**. Any request for a telephonic appearance must be made in writing at least three days before the scheduled appearance. Telephonic appearances must be made through **CourtCall**, an independent conference call company, pursuant to the procedures set forth in Section II. If a request for telephonic appearance is approved, the party is responsible for making arrangements with CourtCall. If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the Court may pass the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear. Hearings generally will not be rescheduled due to missed connections.

II. SCHEDULING A TELEPHONIC APPEARANCE.

Court-approved telephone appearances should be arranged with CourtCall by calling **(866) 582-6878** not later than **3:00 p.m.** the court day prior to the hearing date.

III. PROCEDURE FOR TELEPHONIC APPEARANCE.

CourtCall will provide counsel with written confirmation of a telephonic appearance, and give counsel a number to call to make the telephonic appearance. It is counsel's responsibility to dial into the call not later than 10 minutes prior to the scheduled hearing.

CourtCall does not place a call to counsel.

The initial charge per participant for a CourtCall appearance is \$30.00 for the first 45 minutes you are connected. For each additional 15 minute increment the charge is \$7.00. If you do not timely call and connect with the CourtCall operator, you will be billed for the call and the hearing may proceed in your absence.

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record, the use of car phones, cellular phones, speakerphones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies. Participants should be able to hear all parties without difficulty or echo.

At the time of your hearing, you may initially be in the listening mode in which case you will be able to hear the case before yours just as if you were in the courtroom. After your call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The court's teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.